



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

Community Worker-NC (Unclassified/ Non-Career)

Miller Family Health Education Center

Policy, Planning, & Prevention Bureau

\$14.096 - \$19.091 per hour

DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The City of Long Beach Department of Health and Human Services, Policy, Planning, & Prevention Bureau, is recruiting for one Community Worker-NC position. Under the direction of the Policy, Planning, & Prevention Bureau Manager the Community Worker-NC will coordinate, schedule and promote the various health and social programs at the Miller Family Health Education Center (FHEC). The position is located at the FHEC, 3820 Cherry Avenue, Long Beach, CA 90807. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits. Non-career employees are limited to 1600 work hours per service year and are not guaranteed a minimum number of work hours.



EXAMPLES OF DUTIES:

- Promotes the use of the FHEC among a diverse community and works with Department staff to secure community workshops for the public.
- Coordinates room reservations and confirmations with internal and external customers.
- Serves as a receptionist and Department ambassador for FHEC users.
- Answers phones and properly directs calls to correct contact persons and/or programs.
- Provides audio visual and technology use and setup assistance to FHEC tenants, internal and external customers.
- Develops and maintains resource brochures and fact sheets for Department programs.
- Coordinates room setup and building facilities maintenance with custodial staff.
- Assists FHEC tenants with building maintenance and security questions.
- Ensures facility safety and security guidelines are met.

- Drives to other Health and Human Services facilities to attend meetings/trainings.
- Performs other related duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent.
- Six months of experience performing progressively responsible community work coordinating, scheduling, and promoting programs preferably concerning health and or social issues.
- A valid California motor vehicle operator's license.
- Possess sound data entry and organizational skills.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Strong oral and written communication skills.
- Proficiency with Microsoft Word, Excel, Outlook, and the Internet.
- Ability to perform as a member of a multi-disciplinary team.
- Bilingual proficiency in Spanish and/or Southeast Asian language is desirable.

APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, January 29, 2016. To be considered, please email a letter of interest and resume to the email address below. Please include "PPP- Req HE16-048 FHEC CW-NC" in the subject line.

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-048)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.